

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-8005 SOCIAL MEDIA POLICY

In keeping with the Hammond Public Library's mission of "connecting, people, information, and ideas," the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (Internet) communication. These resources allow members of the community access to the resources of the Hammond Public Library without mandating a visit to the physical library. The Hammond Public Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Hammond's needs for informational, educational, cultural and recreational pursuits. Social software is defined as any website or application that allows users to share information. Social software can include, but is not limited to, blogging (Twitter), instant messaging, social networking sites (Facebook), and wikis.

Administrators of social media sites may be any or all of the following staff members:

- Director
- Head of Youth Services
- Children's Librarian at each Branch location
- Public Information Coordinator
- Teen Librarian
- Information Services Librarian
- Automation Specialist/Cataloger/Electronic Resources Librarian

The administrators of the Library's social media site(s) will follow the guidelines below in moderating the space. These are in addition to the Library's Computing Policy.

Comments

- All comments posted on social media site(s) will be screened by one or more administrators.
- Comments that are deemed inappropriate for a public space will not be added. This can include (but is not limited to) any of the following:
 - Obscene or racist content
 - Personal attacks, insults, or threatening language
 - Potentially libelous statements
 - Plagiarized or copy-written material
 - Private, personal information published without consent
 - Comments totally unrelated to the content of the forum
 - Hyperlinks to material that is not directly related to the discussion
 - Commercial promotions or spam
 - Organized political activity
 - Photos or other images that fall in any of the above categories

Content

- The Hammond Public Library's social media sites may contain information about library programs and services, materials owned by the library, and community issues/events. There may also be information pertaining to authors and their works, movies and music that may be of interest to patrons.
- The Hammond Public Library's page may be linked to other pages. The Library has no control over the content of those pages.

Disclaimer

The Hammond Public Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social media service, and does not endorse or review content outside the "pages" created by Hammond Public Library staff. The Library also does not endorse any opinions, services, graphics, or advertisements available for viewing on social media sites. The Library strongly encourages parents and guardians to supervise their children's use of social media sites.